

S-E-C-R-E-T

MEMORANDUM FOR: Chief, Plans and Policy Staff, TR

8 January 1958

THROUGH : Executive Officer, TR

SUBJECT : Weekly Activity Report No. 1  
Instructional Services Branch  
26 December 1957 - 7 January 1958

I. SIGNIFICANT ITEMS

None.

II. OTHER ACTIVITIES

A. Film Production

1. Communications Film No. 4 - S/W

The Interlock showing of the S/W film has been arranged for 10:30 am on January 16th in the [ ] Auditorium. Invitations to attend this showing have been extended.

2. Caching Film

C/ISB, the commercial contractor, and [ ] OL, met to discuss costs of the contractor in excess of the original estimate for services provided by him on this film. These costs were caused principally by the many changes in the script after the film reached the editorial stage. It is anticipated that a satisfactory settlement for these additional services will be reached.

C/ISB notified the contractor that the answer print on this film was acceptable. PSD/OL has been requested to print four 16 mm prints for distribution to DDP and the Operations School.

3. Intelligence Cycle Film

Research began on the Intelligence Cycle film with a meeting



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NO CHANGE in Class. ☐

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A. Film Production (Cont.)

4. Storage of Film Vital Materials

In the past, the original negative for all training films has been sent to the vital materials vault [ ] for safe storage. It has now been decided to have PSD/OL furnish a fine grain positive for each training film from which prints could be produced in the future should the original negative ever be destroyed. This fine grain would be stored in a safe locale [ ]

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To implement the new procedure, PSD has been instructed to produce as soon as possible a fine grain positive on the Caching, S/W, and Logistics films.

B. Audio Aids Section

During this reporting period, forty requests for service were received, 36 films were procured, and forty were projected running a total of 35½ hours.

C. Visual Aids Section

1. Completed Projects

a. Ops School

The rough is completed for 30" X 40" chart: "Intelligence and Security Agencies -- France, December 1957".

b. Language and Area School

Twelve each lettered country name cards, 2" X 6", are complete.

c. Reading Lab

Ten feet of opthalmograph film was processed.

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C. Visual Aids Section

1. Completed Projects (Cont.)

d. Intelligence School

- (1) For R&S Auditorium table, 125 numbered 3" X 5" cards have been finished.
- (2) The JOT display "dummy" is completed and ready for production.

2. Current Projects

Intelligence School

- a. The Office of Operations display consisting of eleven panels in [ ] FDD, Sovmat, and Contact Division, is in production. The [ ] panel is 95% complete; Sovmat, 25% complete; transparency board for FDD, 75% complete.
- b. The Office of Communications display consisting of seven 30" X 40" boards, twenty 3" X 5" cards, two 5" X 24" signs, and one banner 12' in length titled "Office of Communications" is 75% complete.

D. Personnel

1. [ ] VAS, is processing out and plans to depart on or about 16 January.
2. [ ] will enter the hospital on 15 January for minor surgery. He expects to return to work about 3 February.

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